

## POSITION DESCRIPTION

**CLASS TITLE:** Court Clerk II Last Update: 6/2013  
**DEPARTMENT:** Municipal  
**DIVISION:** Court  
**SALARY RANGE:** \$3526.00 - \$4406.00  
**UNION:** IBEW

This position is a full-time, Fair Labor Standards Act overtime non-exempt position. The regular work schedule for the Court Clerk II is Monday through Friday, 8:00am to 5:00pm. Attendance at evening meetings or other off-duty events is not expected however working overtime may occur should a court session run after business hours, or due to attendance at a conference or training. Union membership (or lawful membership alternative) is required. The incumbent in this position is not a Civil Service employee.

### **GENERAL PURPOSE:**

Under direction, the Court Clerk II performs a variety of routine and complex administrative work in support of the Office of the Court and assists the judge in the courtroom during court sessions.

### **SUPERVISION RECEIVED:**

Works under the general supervision of the Court Administrator, and full supervision of the Presiding Judge.

### **SUPERVISION EXERCISED:**

This is a non-supervisory position.

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

*The job duties and responsibilities in this job description in no way imply that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by a supervisor. While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the employee will possess the abilities or aptitudes to perform each duty with average proficiency.*

Listed below are examples of typical duties:

- Maintains confidentiality and abides by the Code of Judicial Conduct.
- Accurately inputs case information into computer system and files.
- Responsible for courtroom recording equipment and back-up of court recordings.
- Staffs the courtroom during sessions, records all proceedings, logs sessions, accurately processes order of the court and is responsible for marking and tracking exhibits.
- Maintains accurate and complete records including required docket entries, prepares orders for commitment and release, processes ordered warrants, subpoenas, summonses, court orders and other legal documents as necessary.
- Assists in scheduling and coordination of court hearings. Prepares court calendars and files for court sessions which include ensuring appropriate documentation is in file.
- Receives payment of court fines, bail, court costs and fees, receipting and recording payment according to established procedures.
- Establishes and monitors time-pay agreements, taking appropriate action when accounts are delinquent.

- Makes arrangements for interpreters and jurors as needed, notifies defendants, attorneys and other case participants of court hearings and trials.
- Responds to telephone and in person inquiries; sorts and routes inter-office documents and mail.
- Monitors case dispositions for compliance with Court orders.
- Performs the duties of a Passport Acceptance Agent.

## **QUALIFICATIONS:**

### **Education and Experience**

- Graduation from high school or GED.
- At least two years increasing responsibility in a court environment.
- Advanced computer skills in JIS Court Management and Microsoft Office.

### **Special Requirements:**

Must be at least 18 years of age and provide proof of United States citizenship to process Passports.

## **NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:**

- Computer operation and programs including, but not limited to JIS court management system, MS Office, Secure Access Washington for DOC & DOL programs.
- Business English, spelling, grammar and punctuation.
- Good record keeping, organization, filing systems and practices.
- Appropriate telephone techniques and etiquettes.
- Abide by the Code of Conduct for Court Professionals.

### **Ability to:**

- Use of interpersonal skills with tact, patience, and courtesy.
- Prioritize, organize and schedule work.
- Operate a computer terminal to enter data, maintain records, and generate reports.
- Operate word processing hardware and software used by the City.
- Deal with upset customers on a regular basis.
- Work independently in a high-pressure work environment and with others as part of a team.
- Provide excellent customer service by using a friendly, professional, accurate, and customer-orientated approach to a wide variety of customers. This would include effective communication in-person, and both by written and oral communications.
- Interpret Washington State law, City ordinances, policies and procedures.

## **SELECTION GUIDELINES:**

Formal application, rating of education and experience, oral interview and reference check, job-related testing may be required.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

## Physical Demands Job Assessment

*The physical demands/work environment described is representative of those that must be met by an employee to successfully perform the essential functions of the job. Requirements may be subject to modifications to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who post a direct threat to significant risk to the health and safety of themselves or other employees.*

### Description of Work Environment:

- Work is performed in an office/courtroom environment.

Amount of Time Spent:	Seldom (1-10%)	Occasional (10-30%)	Frequent (30-70%)	Constant (Over 70%)	Non-Applicable
Sitting			x		
Standing			x		
Walking			x		
Running					x
Driving	x				
Talking/Hearing				x	
Lifting (<10 lbs)		x			
Lifting (<25 lbs)		x			
Lifting (25>50 lbs)					x
Lifting (50>100 lbs)					x
Carrying (<10 lbs)		x			
Carrying (<25 lbs)		x			
Carrying (25>50 lbs)					x
Carrying (50>100 lbs)					x
Pushing/Pulling		x			
Climbing Stairs			x		
Climbing Ladders					x
Bending at Waist		x			
Twisting at Waist		x			
Kneeling/Squatting		x			
Crawling	x				
Reaching above Shoulder		x			
Repetitive Arm/Hand Movement				x	
Tasting/Smelling					x
Using Finger, Handle or Feel		x			

If Carrying Weight, How Far: 30 feet      Is Weight Worn around the Waist? ☐ Yes ☒ No  
 Vision Requirements: ☐ No Special Vision Requirements ☒ Not Applicable  
 Yes, the Following Apply (please check): ☐ Close ☐ Distance ☐ Color ☐ Peripheral ☐ Depth  
 Perception ☐ Night Vision ☐ Adjust Focus ☐ Small Print ☐ Other:

Other Special Physical Requirements: \_\_\_\_\_